

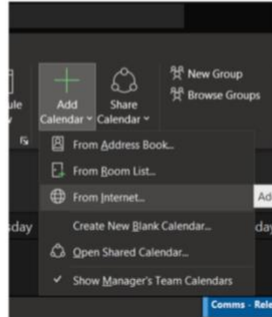
How to add your timetable to your Outlook or Google calendar (Downloaded from Semestry Help 17/01/22 Jess Joseph)

Adding to Outlook:

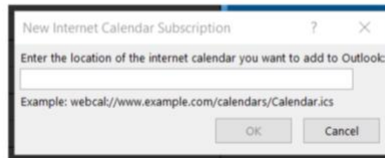
With the URL text copied navigate to the Calendar section of Outlook:



Once in the Calendar area from the top ribbon select 'Add Calendar', 'From Internet':



Paste the URL link into the next message box that appears:



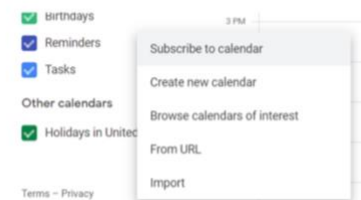
Clicking OK will complete the subscription & the calendar will load.

Adding to Google Calendar:

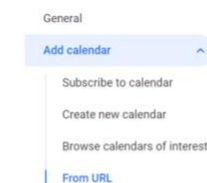
From the landing page on Google calendar, next to 'Other calendars' click the + icon:

Other calendars +

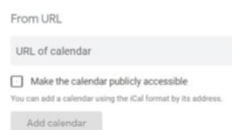
The next menu window will appear, from this select 'Subscribe to Calendar':



A new screen will load, from the left-hand side under General change the view to 'From URL':



Paste the copied URL from TermTime portal landing page into the box on the right-hand side of the screen:



Click 'Add calendar' to complete the subscription.

